



Human Resources Manager

The Corporation of the City of Elliot Lake is currently seeking applications for the position of Human Resources Manager. Reporting to the Director of Finance, the HR Manager provides Human Resource functions in the areas of employee and labour relations including contract management and negotiation, recruitment and selection, training and development, policy formulation, statistical reporting, compensation and benefits, health, and safety, WSIB reporting / claims management and risk management.

The preferred applicant will have:

- College Diploma or University Degree in Human Resources or a related discipline (e.g., Business Administration with a focus on Human Resources) from an accredited institution.
- Certified Human Resources Professional (CHRP) designation required. CHRL preferred.
- Minimum seven (7) years of related Human Resource generalist experience in a unionized environment. Previous Supervisory experience is an asset.
- Maintain a high degree of professionalism and confidentiality.
- Demonstrate excellent interpersonal and customer service skills dealing with staff and the public.
- Knowledge and understanding of applicable legislation and related regulations such as the Workplace Safety and Insurance Act, the Occupational Health and Safety Act and other related Provincial and Federal Safety Regulations, Employment Standards Act
- Knowledge and understanding of current and emerging issues within the field of Human Resources
- Ability to manage conflict, mediate disputes and assist in reaching a consensus between parties.
- Communicate effectively both orally and in written form with employees, Council, and the general public.
- Balance conflicting demands of stakeholders.

Please visit our website at www.elliottlake.ca for more information on the City of Elliot Lake.

Salary Range: \$83,950 - \$99,940 + full employee benefits program.

For more information or to submit your application please visit the Indeed website at <https://ca.indeed.com/job/human-resources-manager-798eb8be3d0c4e2a>

All applicants are thanked, but only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected pursuant to the Municipal Act and will be used for the purpose of candidate selection. Consistent with the Accessibility for Ontarians with Disabilities Act (AODA) it is the policy of The Corporation of The City of Elliot Lake that qualified individuals with disabilities not be discriminated against because of their disabilities in regard to job application procedures, hiring, and other terms and conditions of employment, including recipients of ODSP & CPP-D. It is further the policy of The Corporation of The City of Elliot Lake to provide reasonable accommodations to qualified individuals with disabilities in all aspects of the employment process. The Corporation of City of Elliot Lake is prepared to modify or adjust the job application process or the job or work environment to make reasonable accommodations to the known physical or mental limitations of the applicant or employee to enable the applicant or employee to be considered for the position he or she desires, to perform the essential functions of the position in question, or to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities, unless the accommodation will impose an undue hardship. If reasonable accommodation is needed, please contact Human Resources at hr@city.elliottlake.on.ca.